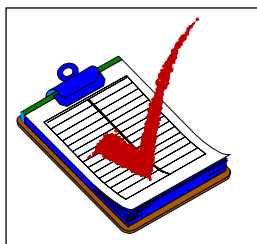


# Check your driver training program

by Pat Weaver

**H**ave you wondered whether your driver training program includes all the elements necessary to ensure safety of your passengers and your equipment?



Information provided in the *Transit Safety and Security Prototype Approach* developed by the Colorado DOT provides some qualifications against which to measure your driver hiring and training program. The guidelines are divided into

three categories: 1) qualifications when hired, 2) initial training, and 3) ongoing supervision and training. See below. Does your training program measure up?

The *Transit Safety and Security Prototype Approach* does not provide guidance on number of training hours for each topic but, in many cases, there are existing programs which dictate the length of training for the topic. You should be able to match the topic with the needs and relevancy to your agency to determine how much time is necessary to cover the topic.

To order a copy of the *Transit Safety and Security Prototype Approach*, available on CD, see page 15. ▲

## Suggested driver training elements

### Driver qualifications upon hire

- Physical requirements; able to perform the tasks of the job
- Valid driver's license in the state for the appropriate vehicle (CDL if required)
- Good driving record
- Demonstrated vehicle operating skills
- Passes criminal record check
- Knowledge of English
- Verbal communication skills
- Ability to perform simple math
- Reasonable knowledge of the service area
- Ability to read basic maps
- Road test given by designated agency representative
- Written driving skills test
- Pre-employment drug and alcohol testing

### Initial driver training

- Agency policies and procedures
- Federal and state guidelines and regulations
- Pre- and post-trip inspections
- Vehicle familiarization
- Basic operations and maneuvering
- Special driving conditions
- Backing
- Bad weather
- Boarding and alighting passengers
- Defensive driving course
- Passenger assistance training
- On-road training

### Ongoing supervision and training

- Training; refresher/retraining
- Evaluation
- Routine motor vehicle record checks
- Annual physical examination
- Safety meetings
- Seat-belt usage
- Discipline
- Recognition
- Preventable accidents/injuries
- Emergency procedures (weather-related, vehicle breakdown, passenger illness and injury, vehicle accident, violence)